

**Honeoye Public Library
8708 Main Street
Honeoye, NY 14471**

Petty Cash Policy

The Honeoye Public Library maintains a Petty Cash Fund of \$150 to be used to reimburse staff for the purchase of materials, supplies, or services under conditions requiring immediate payment.

The following guidelines must be followed:

- Receipts and cash on hand must always total the authorized fund amount. All disbursements from such funds will be supported by receipted bills or other evidence documenting the expenditure.

The Petty Cash Fund shall be replenished following the approval of the monthly disbursements at each regular meeting of the Board.

Adopted by the Board of Trustees: October 9th, 2024